1 January, 2002

MEMORANDUM

From: ONR GLOBAL Ocean, Atmosphere and Space
To: S&T performers

Subj: REQUEST FOR FY00 NICOP ANNUAL REPORTS

Encl: (1)   "Report File" format guidance
Encl: (2)   "Report File" formatted content guidance with example

1. Annual reports for the FY01 basic research, applied research, and advanced development efforts are due at the Office of Naval Research International Field Office (ONR GLOBAL) by 29 September 2001. Everyone who received funding from us prior to 1 October 2001 (i.e. Fiscal Year 2001 funding) is required to submit a report. If you are just getting started on your research project, then your report will contain more about plans than progress. Guidance for the Annual Report is provided here and in enclosures (1) and (2).

2. ONR GLOBAL will publish your report on the ONR GLOBAL Web site and likely archive it onto CD-ROM. Format guidance for the presentation-ready "Report File" is included in enclosure (1) with content guidance and an example in enclosure (2). To provide for a high degree of uniformity in content, quality, and appearance on Web and CD-ROMs, your close adherence to the guidance is needed. To enhance the information contained for our wide viewing audience, inclusion of a compelling figure is highly encouraged in each report.

3. All reports are to be submitted electronically. On-line example reports can be found at:
    http://www.ONR Global.navy.mil/CNRs_Top_Disciplines/OAS/nicop01.asp

4. Questions and completed reports should be addressed to oas@ONR Global.navy.mil

ENCLOSURE (1) "REPORT FILE" FORMAT GUIDANCE

1. FONT:
   - Times New Roman (or equivalent) typeface.
   - 12 point, except Report Title only which will be 14 point
   - **Report Title: "Title Case" (first letters capitalized) and BOLD**
   - All Header information (title, author info): centered; all other text: left aligned (not justified).
   - **Section Headings: "ALL CAPITALS" and BOLD.**
   - Picture or graphic legends: ***Bold, italics, centered.*** (Preferably as part of the report text and not part of the picture/graphic for better readability, nor as 'floating text box' which leads to production alignment problems.

2. MARGINS:
   - 0.8 inches for TOP, LEFT, and RIGHT
   - 1.0 inch for BOTTOM

3. **WORD PROCESSORS** ("REPORTS FILE" only, use any of the following):
   - 1st PREFERENCE: MS WORD 2000 (.DOC) (or earlier version, no unique macros)
   - 2nd PREFERENCE: WordPerfect 9 (.WPD) (or earlier version, no unique macros)
   - 3rd PREFERENCE: RTF (.RTF)
   - If 1st, 2nd, and 3rd preferences are not an option: Adobe Portable Document Format (.PDF). [NOTE: if your source document is in LATEX, please use Times New Roman Type I fonts. More information is available at www.onr.navy.mil/oas/info/AnnualReports/LATEXinfo.htm]
   - If none of the above are options for you: Post Script (.PS) [NOTE: the PS option requires that you use a standard, commonly available postscript driver to create the PS or PRN file. PS files produced on systems using printers with unique printer drivers (system-printer specific) may not display or convert properly to PDF format on the CD-ROM PC development platforms. For these reasons, PS files are the LEAST recommended and are included as a "last resort". Also, if you include graphics, review the "EPS" paragraph in the "Graphics" section that follows.]
   - [Note: See enclosure (3) for guidance for the associated "Statistics file" which must be in elementary ASCII text format.]

4. **GRAPHICS** (If you provide PDF files, "b" through "d" (below) are essentially overcome):

   a) You are highly encouraged to include figures in your reports. To preclude excessively large file sizes, and recognizing that the primary viewing method is via a computer monitor, the original graphics (before importing into word processing documents) should be at 300 dpi or less. Higher resolution graphics show no better on a monitor, and can increase the resultant file size dramatically. [Note: some photographic images and some mathematical program produced graphs create graphics exceedingly large in size, often exceeding 1Mb and occasionally exceeding 5Mb in size. Please explore exporting these graphics from the creating/editing application as a JPG or GIF picture, at 300 dpi resolution, and at a physical size comparable with the final planned display size (ex: 3" x 4"). Rescaling picture/graph sizes after importing into the final production document does not reduce the overall file size and only results in file sizes bloated with unused graphic information.

b) Center graphics vertically BETWEEN paragraphs and not adjacent to paragraphs. DO NOT select text flow around the graphic since unpredictable results frequently occur when we convert to PDF (a conversion software weakness).

c) The preferred method is to "import/insert" graphics (typically via word processor 'menu' choices) into your report (this normally converts the graphic to a cross-platform viewable picture).

d) MAC Developers: DO NOT use MAC unique formats (such as PICT or TIFF(MAC)). MAC imaging/graphic programs typically default to PICT or TIFF(MAC) formats. Often JPG or GIF (either preferred) is an export option. The MAC unique formats are incompatible with our PC CD-ROM development platforms. When 'embedding' a picture 'object' into the document, the embedded picture retains the format of the creating application and may not be viewable on, or printable from, all platforms. The preferred (and common) file formats of JPG (photo-like) and GIF (flat-color areas) generally embed nicely and are highly recommended. TIFF(PC) (as opposed to TIFF(MAC)) and WMF formats generally work well, also. If we encounter conversion problems, we may have to solicit original pictures, so please keep copies of them until you receive your production CD-ROM.

e) DESELECT "Float over text" as a graphics option if you are using Word. This option frequently causes text-graphic alignment problems during conversion to PDF.

f) If you must embed EPS graphics (i.e., the original graphic is not available), ensure the EPS was created using a widely common postscript printer driver since platform/printer unique drivers may create EPS files not readable on local PC development platforms (occasionally an EPS 'prints' from the original document well, but cannot be 'viewed' on the development system monitor. This results in a non-viewable/non-printable graphic in the converted PDF file format used on the CD-ROM). Also, ensure the EPS saved a 'thumbnail view' with the EPS file or the graphic may not convert or display on a monitor correctly, the primary viewing method. If the report is submitted in post-script format (.PS or .PRN), a copy of the graphic(s) in native format accompanying the submission is suggested (use the same root file name as the report with a figure number added, such as: 32mydoc_fig1.gif. This will enable us to keep report file-graphic file relationships).

5) PAGE LIMIT: Reports should not exceed five (5) pages including figures. The limit excludes listings of references, documents published since the last report, and patents applied for or granted.

Enclosure (1)

Title {14PT Times New Roman (TNR), Bold, Title Case, Centered}

{one blank line}

PI name {centered, remainder of document 12PT TNR}

address *{centered}*

phone: (xxx) xxx-xxx   fax: (xxx) xxx-xxx   email: xxx@wherever edu *{centered}*

{one blank line before each CO-PI listed}

CO-PI(s) name *{centered*

Address *{centered*

phone: (xxx) xxx-xxx   fax: (xxx) xxx-xxx email: xxx@wherever edu *{centered}*

{one blank line}

Award Number: *{centered, NOTE*: *ONR GLOBAL will provide this to you}*

http://… address *{of the site(s) most closely related to this effort {centered}*

{one blank line}

{a second blank line}

{Remainder of text is left aligned (not applicable to graphics)}

LONG-TERM GOALS {BOLD, ALL CAPS}

{one blank line}

Briefly identify your top-level goals within which your effort exists i.e., write a 1 or 2 sentence statement on your long-term personal scientific objectives. *{no paragraph indenting, use blank lines to separate paragraphs}*

{one blank line}

OBJECTIVES {BOLD, ALL CAPS}

{one blank line}

Scientific or Technological Objectives of this effort.

{one blank line}

APPROACH {BOLD, ALL CAPS}

{one blank line}

Describe your proposed technical approach. Briefly identify the key individuals participating in this work at your own or other organizations and the roles they play.

{one blank line}

WORK COMPLETED {BOLD, ALL CAPS}

{one blank line}

Actual Tasks completed or Technical accomplishments.

{one blank line}

PERSONNEL EXCHANGES AND TRAVEL COMPLETED {BOLD, ALL CAPS}

{one blank line}

Table 1. Summary of personnel exchanges and travel conducted under this NICOP.

Name	Home Institution	Institution / Location Visited	Scientific / Technical Purpose of visit	Dates (mm/dd/yy)

{one blank line}

RESULTS {BOLD, ALL CAPS}

{one blank line}

Describe meaningful technical results achieved this year. Make the significance clear. Emphasize what was learned, not what was done. This should be a summary of significant results and conclusions.

{one blank line}

IMPACT/APPLICATIONS {BOLD, ALL CAPS}

{one blank line}

Potential future impact for Science and/or Systems Application and/or International Collaboration

{one blank line}

TRANSITIONS {BOLD, ALL CAPS}

{one blank line}

How these results (hardware, software, knowledge) are/will be utilized by others.

{one blank line}

RELATED PROJECTS {BOLD, ALL CAPS}

{one blank line}

Identify closely related projects and briefly describe the nature of each relationship. Include web-links as appropriate/available.

{one blank line}

REFERENCES (*omit if none*) **{BOLD, ALL CAPS}**

{one blank line}

List references for this effort. (*delete section if none*)

{one blank line}

PUBLICATIONS (*omit if none*) **{BOLD, ALL CAPS}**

{one blank line}

Submitted, In Press, or Published; books, chapters, or significant papers.
Do Not include papers in preparation or development. (*delete section if none*)

{one blank line}

PATENTS (*omit if none*) **{BOLD, ALL CAPS}**

{one blank line}

List all patent applications / awards for the project not previously reported. (*delete section if none*)